

	STANDARD OPERATING PROCEDURE INTERNAL QUALITY AUDITS	Document #	TCP-17-01
			Revision Date
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Approved by :	- Dennis Johnson – President		

1.0 PURPOSE AND SCOPE

- 1.1 To verify that our Quality System is in compliance with ISO 9002 and that our practices are in compliance with our documented Quality System.
- 1.2 To ensure the continued capability of all elements of our Quality System.

2.0 DEFINITIONS

- 2.1 Quality System: Organizational structure, procedures, processes and resources needed to implement and maintain quality management.
- 2.2 Auditor: An employee who has the qualifications to perform quality audits.
- 2.3 Lead Auditor: An auditor designated to manage a quality audit.
- 2.4 Observation: A statement of fact made during an audit and substantiated by objective evidence.
- 2.5 Objective Evidence: Records or statements of fact, which can be verified.
- 2.6 Nonconformance: The nonfulfillment of specified requirements.

3.0 PROCEDURE

3.1 AUDITOR QUALIFICATION

- 3.1.1 Auditor candidates must be employed at TCI for at least 90 days.
- 3.1.2 Auditor candidates must successfully complete an Auditor Training Course.
- 3.1.3 Internal Auditor Training is conducted by the Management Representative in accordance with ISO 10011 – Guidelines for Auditing Quality Systems.
- 3.1.4 Certification from an accredited training body may be provided. If certification was received from past employment, one may be qualified after 90 days with a brief review of TCI auditing practices.
- 3.1.5 Evidence of Auditor Qualification is maintained in Employee Training Files.

3.2 LEAD AUDITOR – AUDIT PREPARATION

- 3.2.1 The Management Representative is the Lead Auditor, however this duty may be delegated to an experienced Auditor with management approval. The Lead Auditor has final decisions regarding the conduct of the audit and any observations.
- 3.2.2 The Lead Auditor is responsible for:
 - A. Preparing and maintaining the Audit Schedule, auditee notification at least one week prior to an audit.
 - B. Preparing the Audit Plan, conducting opening and closing meetings.
 - C. Selecting the Audit Team, ensuring that Auditors are independent of the activity they have been assigned to audit.
 - D. Briefing the Auditors, defining the requirements of each audit assignment and assisting in the preparation of audit checklists as needed.
 - E. Assisting Auditors in preparing the Audit Reports.
 - F. Reporting on Audit Results at Management Review Meetings.

Quality Assurance Office Audit Procedure Manual

International Atomic Energy Agency



Quality Assurance Office Audit Procedure Manual:

Manual on Quality Assurance Programme Auditing International Atomic Energy Agency,1984 **ISO 9001:2000 Audit Procedures** Ray Tricker,2002 The revised quality management systems ISO 9001 2000 was put in place in December 2000 There is huge international interest in the subject particularly from companies already certified to ISO 9001 ISO 9002 and ISO 9004 needing to update their existing systems to ISO 9001 2000 ISO 9001 2000 Audit Procedures fills a need for a guide which will assist auditors in completing internal external and third party audits of existing ISO 9001 1994 ISO 9002 1994 and ISO 9003 1994 compliant Quality Management Systems newly implemented ISO 9001 2000 Quality Management Systems and transitional QMSs Organizations must also be prepared to undergo an audit of their own quality procedures from potential customers and prove to them that their Quality Management System fully meets the recommendatins requirements and specifications of ISO 9001 2000 ISO 9001 2000 Audit Procedures describes methods for completing management reviews and quality audits Includes essential information on what is provided in ISO 9001 2000 Provides stage audit check sheets Provides a crosscheck between the requirements of ISO 9001 2000 and that of any QMS previously certified to ISO 9001 1994 Manual on Quality Assurance Programme Auditing International Atomic Energy Agency,1984 Department of Transportation and Related Agencies Appropriations for 1991 United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Transportation and Related Agencies Appropriations,1990 **Department of Transportation and Related Agencies Appropriations for 1991: 1991 budget justifications, Department of Transportation** United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Transportation and Related Agencies Appropriations,1990 *Corporate Audit Department Procedures Manual* Michael P. Cangemi,1993-05-06 Explains how to set up a corporate audit department and how it should operate Unique matrixes created by the author describe each component of the audit function in detail from administration to performance to reporting Extremely flexible it can be used as a working manual or customized to fit a company s needs Guide to Preparing the Corporate Quality Manual Bernard Froman,2020-11-25 Utilizes advanced concepts guidelines and requirements from the latest ISO 9000 and 10000 series of standards as well as other models including TQM Total Quality Managment The text shows how to define a policy and explain it clearly It offers procedures for developing a quality manual to be used by personnel performing quality related functions and for external auditors and customers **Naval Audit Service** United States. Congress. House. Committee on Armed Services. Readiness Subcommittee,1988 **Tool and Manufacturing Engineers Handbook: Manufacturing Management** Raymond F. Veilleux,1988-12-12 Engineers corporate managers project managers and production managers will use Manufacturing Management to answer important planning questions manage new systems and technologies and to integrate design engineering and manufacturing to bring products to market faster at the most competitive cost Volume 5 also helps you focus on management s role in quality

programs such as setting objectives monitoring outcomes and how to make continuous quality improvements while reducing quality costs **New York Court of Appeals. Records and Briefs.** New York (State), **The Internal Auditor** ,1973

Ship Survivability United States. Congress. House. Committee on Armed Services. Subcommittee on Seapower and Strategic and Critical Materials,1988 **Safety Evaluation Report by the Office of Nuclear Reactor Regulation, U.S. Nuclear Regulatory Commission, in the Matter of Puget Sound Power and Light Company [et Al.], Skagit Nuclear Power Project, Units 1 and 2, Docket Nos. 50-522 and 50-523 : [main Report].** U.S. Nuclear Regulatory Commission. Office of Nuclear Reactor Regulation,1977 **Federal Register** ,1996-11 **Quality Assurance** Institute of Internal Auditors,1984

Quality Management System Walter W. O. Willborn,1989 Offers prototype procedures that can be adapted to any type of business Covers all life phases of the system design implementation and maintenance Allows readers to assess current needs and strengths and weaknesses of quality assurance practices Addresses managers in all kinds of industries Presents modern developments in quality assurance management in an immediately applicable manner that does not require extensive study in quality control Enhances important material with checklists and standard forms **Safety Evaluation Report by the**

Office of Nuclear Reactor Regulation, U.S. Nuclear Regulatory Commission in the Matter of Arizona Public Service Company, Et Al., Palo Verde Nuclear Generating Station, Unit Nos. 4 and 5, Docket Nos. STN 50-592 and 50-593 ,1979 *The Manual of Nursing Quality Assurance* Howard S. Rowland,1987 *State Implementation Plan (SIP)*

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